

Scott Walker
Governor

Jon E. Litscher
Secretary



Office of Detention Facilities
819 North Sixth Street
Room 128
Milwaukee, WI 53203-1675
Telephone: (414) 227-3997
Facsimile: (414) 227-5232

State of Wisconsin

Department of Corrections

July 31, 2017

Chief Robert Malasuk
Greendale Police Department
5911 West Grange Avenue
Greendale, WI 53129

RE: 2017 Annual Inspection, Greendale Municipal Lockup

Dear Chief Malasuk:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statutes 301.37(3). The 2017 annual inspection of the Greendale Municipal Lockup was conducted on July 25, 2017. This report summarizes the results of the annual inspection.

INSPECTION SUMMARY

Physical Environment 349.07

The five cells, group holding room, and adjacent booking area were inspected and found to be in excellent condition. All doors and locks were found to be in working order, as were the toilets and sinks. Inspections of cell and fire escape locks and doors are being completed pursuant to 349.12(3)(5) on a monthly basis.

Sanitation and Hygiene 349.08

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

Health Care 349.09

The Greendale Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked into the facility, which continues to be an excellent practice. Current Greendale procedure stipulates that medications will be placed with the arrestee's property and that no medications

brought into the facility by an individual will be administered unless authorized by the shift commander.

It was suggested that staff refrain from simply drawing a line through the check boxes associated with questions on the health screening form. Please ensure that staff checks either “yes” or “no” to the health screening questions and officer observation section of the form.

Fire Safety 349.10

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Greendale Fire Department was completed on 2/22/17. Evacuation routes are posted and fire protection equipment in place should the need arise.

Records and Reporting 349.11

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the Greendale Municipal Lockup. Since the last annual inspection in 2016, there have been no notifications to this office of any unusual occurrences. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

Security 349.12

Cell checks are being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented approximately [REDACTED] minutes for adult detainees, which is an excellent practice that exceeds the minimum requirements of the administrative code. It should also be noted that staff continue to complete and document physical security checks for those individuals being held in one of the interview rooms as well.

Detention of Juveniles 349.21

Your Department has submitted policies and procedures to hold juveniles as outlined in DOC 349.21. Policies and procedures are in place to maintain sight and sound separation. All juvenile files are being kept separate from adults, and appropriate information is being obtained on all juveniles booked into the facility. A spot review of juvenile files indicated that physical security checks are being completed approximately [REDACTED] minutes. The review also showed that juveniles are not being held longer than the 6 hour maximum requirement.

Approval

The Greendale Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of juveniles for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained and that sight and sound separation between adults and juveniles occurs.

I would like to thank Lt. Bridgette Paul for her assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg A. Bucholtz", with a stylized flourish at the end.

Gregory A. Bucholtz, Inspector
Office of Detention Facilities

Cc: Todd Michaels, Village Manager
Kristi Dietz, ODF Director
File